

Library of Michigan Federal Grant Programs

Reimbursement Request Checklist for Materials & Supplies, Equipment and Services

Reimbursement requests document **what** you purchased, that you **paid** for what you purchased and, if appropriate to the purchase, that you **received** what you purchased. For each cost that you request reimbursement for, the following documentation is required. Attach these documents as a PDF in your online reimbursement request. Remember that you can only request reimbursement for purchases that are either approved as part of your grant application or approved in a written revision request.

To document what you purchased, include the following:

- ✓ Itemized Receipt or Invoice

To document you paid for what you ordered, include **one** of the following:

- ✓ Copy of check to vendor
- ✓ Copy of credit card bill showing charge to vendor
- ✓ Copy of EFT charge to vendor from accounting software
- ✓ Invoice shows payment made in full by library
- ✓ Invoice shows payment made in full by staff member/Friends group
 - Copy of check reimbursing staff member/Friends group in full

To document you received what you purchased if it is materials, supplies or equipment, include **one** of the following:

- ✓ Packing slip listing order items – if items shipped separately, include ALL packing slips
- ✓ Invoice showing shipping date for items
- ✓ Email confirmation that order shipped – if items shipped separately, include ALL email confirmations.

To confirm your documentation is correct, check to see the following:

- ✓ Purchases are within the grant contract start and end dates.
- ✓ If services extend past the grant contract end date, (such as data access plans, warranties, protection plans, etc.) the amount requested for reimbursement is prorated so only the cost of of the time period during the grant contract is included.
- ✓ Documents are legible.
- ✓ Documents are in order
 - Documentation is in the same order as the charges are listed in the online reimbursement form.
 - Documentation is in the same order for each charge – invoice, proof of receipt, proof of payment.

Documents for other cost types:

- ✓ Staff time sheets for salary reimbursements
- ✓ Travel forms and receipts for travel reimbursement